

Contact

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(LinkedIn)

Top Skills

International Trade

Marketing

International Business

Languages

Chinese

English

Allen Bing

China,Hong Kong Purchasing Agent-China,HongKong Sourcing
Agent-Interpreter
Hong Kong

Summary

Fruitful on-site and remote(Zoom,Skype,Webex,etc Phone conference) meeting Consecutive interpreting experience in commercial business scope since 2007,especially Import and Export,Logistics,Custom Clearance,International Trade,Supplier Searching,Supplier Verification,Marketing,Delivery Management, Shipping, Purchasing. Global airplane traveller before COVID19 to Asia and Europe.

Fluency in English,speaking and writing.Cambridge Business English Certificates (BEC) Higher level Training Program.

Bilingual Man with extensive professional and experience.

Excellent driving,
computer,translation,interpretation,purchasing,export and import skills.

Six Sigma Green Belt. Strong mind,result driven Open for business,negotiation.

Experience

HY IM

Translator and Interpreter

December 2007 - Present (14 years 7 months)

www.rongdaxinent.com

Global markets research,target potencial customers.

Contact them by email,phone,fax,etc,talk,follow up and conclude businesses.

Deal with inquiries,RFQ,etc.

Pick up customers who come to visit production facilities,meetings,hold vendor audit meetings,sign contracts.

Company presentation.

Prepare and finish shipping documents,including Invoice,Paking List,Sales Contract,FORM E,Certificate of Origin,etc.

Translate contracts,technical docutments,emails,company brochure,marketing materials,quality control documents,ets.

Provide consecutive interpreting when meetings,travals,conferences,audits and exhibitions.

AJ Purchasing Agent

Co-Founder

April 2018 - Present (4 years 3 months)

Xinzhou China

<https://ajpurchasingagent.com/>

Sales Direction

-Trading,import and export

Target markets marketing,
email,telephones,fairs.meetings,conferences,biddings with target potential customers.

Developed

Casting supplier in 2018;

Hydraulic valve,component,hydraulics supplier in 2019.

Deal with export procedures including shipping documents,ship booking,after sales service,as well as guiding clients to verify production facilities.

Provide conversation-based translation and translate the non-Chinese technical requirement documents before making confirmation with purchase orders.

Book accommodation,tickets for customers.

Increased profitability by export to the Mexico, UAE,Australia,USA,England markets.

Exhibitions,meetings,conferences in Beijing,Tianjin,Hangzhou,Ningbo,etc.

Purchasing direction

-AJ purchasing agent is in China, where being recognized as the world's leading manufacturing center. We have fruitful experience in serving international customers from many industries, including machinery, consumable, IT, etc. On the other hand, we have the same language, traditional culture and customs with mainland China. We're just like a bridge between mainland China and western countries.

We're a China purchasing agent with a strong understanding of China markets and international trade.

We help importors,distributors to source and purchase products and other business services in China.

Our team has a lot of experience in servers,IT networkings,machinery and work with hundreds of China manufacturers.

Fruitful experience and solid cooperation relationship with suppliers of camera,IoT,etc.

HugeServer Networks ,LLC

Sales Engineer

March 2015 - May 2018 (3 years 3 months)

With US team to marketing DEDICATED SERVER, VIRTUAL PRIVATE SERVER, PRIVATE CLOUD, PUBLIC CLOUD, CDN,COLOCATION,SERVER MANAGEMENT,CUSTOM HOSTING SOLUTIONS.ADDON RELATED TO ABOVE SERVICES.

Translating,business meeting,promotion,etc.

Top IT services,quality server company in LAX.

Created one gold customer,expanded 15 customers in three months.

Education

North University of China(NUC)

Bachelor's degree, Internatioanl Business · (2004 - 2008)